



***U.S. DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF PRISONS***

***UNITED STATES PENITENTIARY  
POLLOCK, LOUISIANA 71467***

**NUMBER: POL 5267.06A  
DATE: April 10, 2003  
SUBJECT: Inmate Visiting  
OPI: Correctional Services**

## **INSTITUTION SUPPLEMENT**

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1. **PURPOSE AND SCOPE:** The purpose of this Institutional Supplement is to establish local procedures for inmate visiting procedures at the United States Penitentiary(USP) and Federal Prison Camp(FPC) Pollock.
2. **PROGRAM OBJECTIVES:**
  - A. To establish clear procedures for the establishment of inmate visiting lists, times, guidelines, and procedures.
  - B. Establish procedures for denial or termination of inmate visiting.
  - C. Ensure the safety of staff, visitors, and inmates is maintained.
3. **DIRECTIVES AFFECTED:**
  - A. **Directives Referenced:**
    1. Program Statement 5267.06, Visiting Regulations dated May 17, 1999.
    2. Program Statement 5270.07, Inmate Discipline and Special Housing Units, dated November 11, 1998.
    3. Program Statement 5500.09, Correctional Services Manual, dated October 27, 1997.

4. Program Statement 5510.09, Searching, Detaining, or Arresting Persons Other Than Inmates, dated March 6, 1998.
5. Program Statement 5521.05, Searches of Housing Units, Inmates, and Inmate Work Areas, dated June 30, 1997.

**B. Directives Rescinded:** Institution Supplement 5267.06. Inmate Visiting, dated March 12, 2001, is rescinded.

4. **STANDARDS REFERENCED:** ACA 3-4149, 3-4440, 3-4441, 3-4442, 3-4443, 3-4444, 3-4445, and 3-4446.
5. **VISITING FACILITIES:** The visiting rooms at the USP and FPC will be utilized for inmate visiting. Special attorney client rooms are provided in the visiting room.
6. **VISITING TIMES:** Social inmate visiting at the USP is Sunday, Monday, Friday, Saturday, and Federal Holidays from 8:00 a.m. to 3:00 p.m. Social inmate visiting at the FPC is Saturday, Sunday, and Federal Holidays from 8:00 a.m. to 3:00 p.m. On Saturdays, Sundays, and Federal Holidays, visitor processing will continuous until 2:00 P.M. In preparation for the 10:00 a.m. count, inmates will not be called to the visiting room after 9:30 A.M. until the conclusion of the count. Visitor processing will conclude at 2:00 p.m., in preparation for the conclusion of visiting for the day.
7. **FREQUENCY OF VISITS AND NUMBER OF VISITORS:**

- A. Points:** At the USP social inmate visiting will be based on the point system. At the beginning of the month, each inmate will have eight(8) points. Inmates will be assessed one(1) point for weekday visits and two(2) points for weekend and holiday visits. The visiting points will be tracked by the Visiting Computer Program. Once the visit has concluded the inmate will be assessed the proper amount of points. Inmates may only have one visit per day.
- B. Number of visitors:** A limit of five(5) visitors are permitted to visit an inmate at any one time. Visitors under the age of sixteen(16) years of age must be accompanied by a responsible adult and the adult must be on the inmate's approved visiting list. Unaccompanied visitors sixteen(16) and seventeen(17)

years of age must have written approval from a parent or Guardian to visit.

8. **REGULAR VISITORS:** During an inmate's Admission and Orientation period, he will submit a list of persons with whom he wishes to visit to his Unit Team. If at any time an inmate wants to amend his visiting list, he must first submit an Inmate Request to Staff Member (Cop-Out) Form to his Unit Team requesting the change. The Unit Team will compile the inmate's visiting list after an appropriate investigation on potential visitors has been completed.
- A. **Immediate Family:** Immediate family includes mother, father, step-parents, foster parents, brother, sister, spouse, and children. Spouse also includes a common-law wife, this status has to have been previously established in a state which recognizes such a status. These individuals are ordinarily placed on the visiting list, absent strong circumstances which would preclude visiting.
- B. **Other Relatives:** These persons include grandparents, uncles, aunts, in-laws, and cousins. They may be placed on the approved visiting list if an inmate wants to have regular visits from these people and after the completion of a National Crime Information Center (NCIC) check and there exists no reason to exclude them.
- C. **Friends and Associates:** The visiting privilege will ordinarily be extended to friends and associates having an established relationship prior to confinement, unless such visits could reasonably create a threat to the security and good order of the institution. Exception to the prior relationship rule may be made, particularly for inmates without other visitors, unless such visits could reasonably create a threat to the security and good order of the institution. Approval for proposed visitors will be consistent with court imposed sentences which carry stipulations an inmate(s) may not communicate with specific persons. No more than ten (10) friends and associates will be placed on an inmate's visiting list and after the completion of a NCIC check.
- D. **Persons with Prior Criminal Convictions:** The existence of a criminal conviction does not automatically preclude a visitor from being placed on an inmate's visiting list. Staff will give consideration to the

nature, extent, and recentness of the conviction(s), as weighed against the security considerations of the institution. However, specific approval from the Warden must be obtained before the person is placed on the inmate's visiting list. Prior to placing an individual who is on probation, parole, or supervised release status on an inmate's visiting list, staff shall obtain written approval from the appropriate Federal or State Probation/Parole Officials. A copy of this approval will be maintained in section 2 of the FOI-Exempt portion of the Inmate's Central File.

- E. Children under Sixteen(16):** Children under the age of sixteen may not visit unless accompanied by a responsible adult. Children will be kept under supervision of a responsible adult. All children under the age of eighteen(18) will have written consent of a parent or guardian to visit. It will be documented on the Visitor Information Form.
- 9. BUSINESS VISITORS:** Inmates are not allowed to actively engage in a business or profession. An inmate who has engaged in a business or profession prior to commitment is expected to assign authority for the operation to a person in the community. On the rare occasion when decisions must be made which will substantially affect the assets or prospects of the business, the Warden may permit a special visit. A member of the inmate's Unit Team will supervise the visit.
- 10. CONSULAR VISITORS:** When it has been determined an inmate is a citizen of that foreign country, the Consular Representative of a country will be allowed to visit on matters of legitimate business. This visit may not be withheld even if the inmate is in disciplinary status. A member of the inmate's Unit Team will supervise the visit.
- 11. VISITS FROM REPRESENTATIVES OF COMMUNITY GROUPS:** The Warden may approve as regular visitors, for one(1) or more inmates, representatives from community groups(i.e., civic or religious organizations) or persons whose interest and qualifications for this service are confirmed. The Warden may waive the requirement for pre-confinement established relationships for visitors approved under this category. This does not apply to past or present participants in volunteer and citizen involvement programs, who are typically not added to an inmate's visiting list. A member of the organizing department will supervise the visit.

Visits of this nature should not interfere with normal visiting.

12. **SPECIAL VISITS:** During normal visiting hours the Visiting Room Officer will monitor the visit and during non-visiting hours these visits will be monitored by a member of the organizing department.
  - A. **Counseling:** Clergy, former or prospective employers, sponsors, and parole advisors who are visiting in this category will require approval by the Warden.
  - B. **Law Enforcement:** Law Enforcement agents, military personnel conducting investigations, U.S. Court Officials, and U.S. Probation Officers are permitted to visit provided they possess appropriate identification. Officials are required to sign in the appropriate log book. Questions regarding officials will be referred to the appropriate staff during regular duty hours and the Institution Duty Officer (IDO) or Operations Lieutenant during non-duty hours.
  - C. **Attorneys:** The Unit Team will approve inmate legal visits, utilizing BP-5241, Visiting Attorney Statement. All legal visits will be conducted in an attorney/client room. During normal visiting hours the Visiting Room Officer will monitor the visit and during non-visiting hours these visits will be monitored by the inmate's Unit Team. Visits between inmates and attorneys are not subject to auditory supervision. The exchange of legal documents shall be monitored by the supervising staff member. All legal materials will be searched before being allowed into the institution. If an attorney/client room is not available, the attorney will be afforded the opportunity to reschedule the appointment. At no time will a tape recorder, camera, or other type of electronic equipment be allowed into the Visiting Room without prior approval by the Warden.
13. **TRANSPORTATION ASSISTANCE/VISITOR INSTRUCTIONS:** Directions to and from the institution and visitor instructions will be provided to a proposed visitor with the visitor application. It is each inmate's responsibility to provide their visitor this information before the visit. Directions for locating the institution(Attachment 1), Visitor Information and Instructions(Attachment 4), pay phone service, and posted commercial transportation phone numbers will be made

available to assist visitors in the front lobby or the visiting room.

**14. VISITS TO INMATES NOT IN REGULAR POPULATION STATUS:**

**A. Admission and Holdover Status:** Inmates in this category will be limited to immediate family only. These inmates may not have an active visiting list; therefore, their respective Unit Team should be contacted for visitor verification and approval.

**B. Hospital Patients:**

1. When visitors request to see an inmate who is quartered in the institution Health Services Observation Area, the Chief Medical Officer (or in his/her absence, the Health Services Administrator), in consultation with the Captain, shall determine whether a visit may occur and the location of the visit. When the Chief Medical Officer decides against the visit (i.e., because the inmate has an infectious disease, inmate's mental status makes the visit contraindicated, or because his condition precludes visiting), the situation will be sensitively communicated to the proposed visitor and documented in the inmate's central file.

2. Visits to inmates hospitalized in the community are restricted to immediate family members only and are subject to the general visiting policy of the hospital. The Captain and the Chief Medical Officer must approve all hospital visits. The security and safety of the public and staff shall be a primary concern.

**C. Detention or Segregation Status:**

1. Generally, an inmate retains visiting privileges while in detention or segregation. However, visiting may be restricted or disallowed when an inmate (while in detention or segregation) is charged with or was found guilty of a prohibited act related to visiting guidelines or has acted in a way which would reasonably indicate a threat to the security or good order in the Visiting Room. Loss of visitation may not otherwise occur unless it has been sanctioned by the Discipline Hearing Officer (DHO).

2. Inmates housed in the Special Housing Unit (SHU) may be limited to two (2) hour visits, if security or staffing concerns exist. If security concerns are present, inmates may be restricted to the use of the no-contact visiting booths. Also, no more than four (4) SHU inmates will be allowed in the visiting room at a time. Before, any inmate quartered in SHU is allowed in the visiting room the Operations Lieutenant will be notified.

**15. PROCEDURES:**

**A. Regulations:**

1. If a visitor has to leave the Visiting Room for any reason, the visitor terminates his/her visiting for the day.
2. The Operations Lieutenant, in conjunction with the IDO, has the authority to prohibit or terminate any visit for reasons of improper conduct or failure to comply with visiting regulations on the part of the visitor or inmate.
3. If the number of visitors and inmates exceeds the Visiting Room's occupancy level the Operations Lieutenant, in conjunction with the IDO, may begin terminating visits based on when the visit began and the distance the visitor traveled.
4. Non-contact visits are conducted in isolation rooms designated for this purpose. Only the Warden or the Acting Warden may authorize non-contact visiting.
5. Visitor bathrooms will remain locked at all times. Visitors will advise visiting room staff when they require use of the restroom. Staff will unlock the door and promptly secure the visitor bathrooms during periods when not in use.

- B. Inmate/Visitor Interaction:** Inmates may only visit with persons who are on their approved visiting list. Inmates will not be allowed to visit with visitors who are visiting other inmates. Preassigned seating may be designated by the Officer in Charge (OIC) of the Visiting Room, when he/she perceives a threat to the

security or orderly running of the institution or to prevent mixed visits. Within the USP, with the exception of the inmate photo project, inmates will remain seated for the duration of all visits. Inmate Visitors may utilize the microwave area and carry items back for inmate consumption.

- C. **Visitor Attire:** All visitors must be dressed in appropriate attire. This requirement includes footwear and clothing appropriate for conservative business setting or courtroom. Visitors may not wear hats, caps, scarves, jackets, overcoats, hot pants, sleeveless tops, shorts(except for young children), stretch pants, see-through garments, tight clothing, or khaki colored clothing. Dresses must cover the knee when standing. Gang related attire or fashions are also prohibited in the Visiting Room. The Front Lobby Officer will tactfully instruct any visitor dressed inappropriately of the dress standard and the visitor must change clothes before entering the Visiting Room.
- D. **Inmate Clothing:** Inmates will wear a khaki shirt(tucked in), and khaki pants. Visiting Room shoes will be issued by Visiting Room staff and returned at the completion of the visit. All clothing articles will be in good repair.
- E. **Visitor Authorized Items:** All visitor items are subject to search. Authorized items for visitors are change purse(clear), maximum twenty(20) dollars, comb, jewelry(must be worn), two(2) diapers, one(1) baby blanket, two(2) baby food containers, and two(2) clear full baby bottles. All unauthorized items will be stored in the visitors vehicle.
- F. **Inmate Authorized Items:** Inmates may bring into the Visiting Room prescription eye glasses, wedding band, religious medal, comb, handkerchief, and religious head gear. All items will be entered on the Inmate Inventory Sheet(Attachment 2). All unauthorized items will be confiscated from the inmate.
- G. **Preparation of Visiting Lists:**
  - 1. During the Admission and Orientation program, the Unit Counselor will provide inmates with an Inmate Visiting List Request Sheet(Attachment 4) to request additional visitors to their Visiting



Lists. Documentation provided by an inmate to establish relationships or associations is subject to approval by the Unit Team. The Visitor Information Form BP-629(Available on BOP DOCS) must accompany the documentation. The top section of the BP-629 must be completed and signed by the inmate who is making the request. It is the inmate's responsibility to send the potential visitor the Visitor Information Form. This form must be completed by the visitor and mailed directly back to the Unit Staff responsible for the inmate's case. Unit Staff will complete a background check using the National Crime Information Center(NCIC). A complete copy of the Release Authorization Form and NCIC check for each visitor or proposed visitor requiring a background investigation will be maintained in the FOI-Exempt portion of the central file. After appropriate investigation, the Unit Team will prepare in duplicate a list of all visitors approved for regular visiting. The list will be distributed to the inmate and the Visiting Room Officer. Maintenance of the visiting files is the responsibility of the Unit Team.

2. The signature of a parent or guardian on the BP-629 Visitor Information Form is necessary to process a request for an applicant under eighteen(18) years of age. Further completion of the questionnaire portion of this form by the applicant is not required if the applicant is an immediate family member of the requesting inmate. The Warden, after consultation with the Regional Counsel, may make exception to the requirement for acknowledgment by a parent or guardian.
3. When a person is deleted from or added to an inmate's visitor list, staff shall update the list. Staff shall place a copy of the revised visiting list in section three(3) of the inmate's central file.
4. Unit staff shall notify the inmate of each approval or disapproval of a proposed visitor. The inmate is responsible for notifying the visitor of approval or disapproval.
5. An inmate's visiting list may be changed in accordance with these procedures.

6. Ordinarily, an inmate's visiting list should contain no more than ten (10) friends/associates. The Warden may make an exception to this provision when warranted.

- H. **Identification of visitors:** Staff shall verify the identity of each visitor (i.e., drivers license, photo identification) prior to admission of the visitor into the institution. Visitors under the age of sixteen (16) and accompanied by a parent or guardian will be exempt from this provision.
- I. **Notification of Visitors:** The Front Lobby Officer will provide to each visitor the Notification to Visitor Form BP-224 (Available on BOP DOCS). The visitor will completely fill out the form, sign it, and return it to the Front Lobby Officer. By signing the form the visitor is declaring they do not have any articles in his or her possession which present a threat to the security of the institution. Staff may deny the visiting privilege to a visitor who refuses to sign the form.
- J. **Searching Visitors:** Visitors are required to submit to a personal search, including a search of any items of personal property, as a condition of allowing or continuing a visit.
- K. **Record of Visitors:** The Front Lobby Officer shall maintain a bound ledger record of visitors to each inmate. The log will include the visitor's signature, the name and register number of the inmate visited, and arrival and departure times.
- L. **Supervision of Visits:** Staff will supervise each inmate visit to prevent contraband introduction, and ensure security and good order. Visitor restrooms may be monitored only with the Warden's or designee's approval, and only when there is a reasonable suspicion that the visitor and/or inmate are engaged, attempting or about to engage in criminal activity or other prohibited behavior. Monitoring should be conducted by a person of the same sex as the visitor. The inmate restroom will always be monitored by a staff member.
1. The Visiting Room Officer shall ensure visits are conducted in a quiet, orderly, and appropriate

manner. Visits may be terminated if not conducted in an appropriate manner. The Visiting Room Officer should contact the Operations Lieutenant and the IDO if the situation warrants termination.

2. During contact visits, handshaking, embracing, and one(1) kiss is permitted within the bounds of good taste, and only at the beginning and end of the visit. Staff will limit physical contact to minimize the opportunity for introduction of contraband, and to maintain the orderly operation of the visiting area. Limited physical contact shall be permitted unless there is a clear and convincing evidence that such contact would jeopardize the safety or security of the institution.

16. **PENALTY FOR VIOLATION OF VISITING REGULATIONS:** Any act or effort to violate visiting regulations may result in disciplinary action against the inmate, with sanctions possibly including denial of future visits. In addition, criminal prosecution may be initiated against the visitor, the inmate, or both.

17. **VISITING REGULATION REGARDING PETS:** Visitors cannot bring animals onto institution grounds, except for dogs which assist persons with disabilities. In this case, the visitor must provide certification of the dog's training.

/s/  
Carl Casterline, Warden

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# **UNITED STATES PENITENTIARY**

## **POLLOCK LOUISIANA**

### **VISITOR DIRECTIONS**

USP Pollock's address is 1000 Airbase Road Pollock, LA 71467. To reach the institution by phone, call (318) 561-5300. Have the inmate's name and number available.

USP Pollock is located twelve(12) miles north of Alexandria, LA. off of Highway LA 165.

From the south go north on Highway 165. After passing the town of Ball watch for the USP Pollock and Airport signs. Turn left on Airbase Road. Go approximately 2 miles to the entrance of USP Pollock.

From the north go south on Highway 165. After passing the town of Pollock watch for the USP Pollock and Airport signs. Turn right on Airbase Road. Go approximately 2 miles to the entrance of USP Pollock.

Some of the local transportation services are listed below:

Broadway Cab	318-443-1278	24/7
Cenla Taxi	318-448-1417	24/7
Yellow Checker	318-487-2889	24/7
Magic City Taxi	318-640-2768	Mon-Sat 4:00 a.m. - 12:00 a.m.

POL 5267.06A

April 10, 2003

Attachment 2

UNITED STATES PENITENTIARY

# POLLOCK LOUISIANA

# INMATE INVENTORY SHEET

When an inmate enters the visiting room the following information will be recorded. At the conclusion of visiting this form will be filed in the 30-day file in visitation.

Date: \_\_\_\_\_

[illegible]

**UNITED STATES PENITENTIARY  
POLLOCK LOUISIANA  
INMATE VISITING LIST REQUEST SHEET**

Instructions: Check the appropriate area below, giving full name, relationship of visitor, and complete mailing address. Submit this form to your appropriate Unit Team. After review, you will receive a copy of your official visiting list.

To: \_\_\_\_\_  
Unit Staff

From: \_\_\_\_\_  
Inmate's Name and Number

\_\_\_\_\_ I am requesting the following individual(s) be approved for visits with me.

\_\_\_\_\_ I am requesting the following individual(s) be removed from my approved visiting list.

Name	Relationship	Complete Address

**\*\*\*Note\*\*\***

**If the proposed visitor is not a family member, explain basis for visiting.**

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**UNITED STATES PENITENTIARY  
POLLOCK LOUISIANA  
VISITOR INFORMATION AND INSTRUCTIONS**

It is the policy of this institution to provide, under controlled circumstances, the opportunity for inmates to maintain contact with family, legal representatives, and friends in a relaxed and comfortable environment through a visiting program.

1. **VISITING DAYS AND HOURS:** USP - Sunday, Monday, Friday, Saturday, and Federal Holidays the Visiting Room will open at 8:00 a.m. and close at 3:00 p.m.; however, processing of visitors will cease at 2:00 p.m. FPC - Saturday, Sunday, and Federal Holidays, times are the same as the USP.
2. **VISITING:** Social inmate visiting will be based on the point system for the USP. At the beginning of each month, every inmate will receive eight(8) points. Inmates will be assessed one(1) point for weekday visits and two(2) points for weekend and holiday visits. Points will be removed from the inmate's total at the conclusion of each visit. Inmates may only receive one visit per visiting day.
3. **AUTHORIZED VISITORS:** Inmates may visit only those persons on their approved visiting list. Inmates are not permitted to visit with any person approved on another inmate's visiting list except as noted below. Visitors will not be permitted to visit with other inmates or other inmates' visitors. Visitors may visit with more than one inmate only if the inmates are related to each other and prior written approval has been received from both inmates' Unit Managers. Title 18 U.S.C. 1791 and 3571 provides a penalty of imprisonment for not more than twenty years, a fine of not more than \$250,000 or both, to a person who provides, or attempts to provide, to an inmate any prohibited object.
4. **IDENTIFICATION:** Only official documents with the visitor's photograph and signature will be considered as authorized forms of identification. Visitors arriving at the institution without proper identification will not be allowed access into the institution. Common forms of identification include:
  - Law enforcement identification cards with current photo, signature, and agency.
  - Valid state driver's license with photo and signature.

- Current passport and evidence of legal status in the United States.
- Form I-151 or I-551, Alien Registration Card.
- Recognized service organization card.
- Current state Bar Association card.

5. **SECURITY:** All visitors will be required to pass through the metal detector. Any visitor registering a positive reading will be screened using a portable transfrisker. If this scan proves positive, the visitor will be given the opportunity to produce the metal object. Refusal to produce the object creating the positive reading will be just cause for denial of the visit. Visitors may also be required to undergo ION detection for narcotics or marijuana. Positive results will be cause for denial of visiting privileges.

All items a visitor brings into the institution shall be subject to search by x-ray equipment. All items not approved to enter the institution(i.e., hats, coat, etc.) will be left in the visitor's vehicle. Authorized items for visitors are change purse(clear), maximum twenty(20) dollars, comb, jewelry(must be worn).

6. **MEDICATIONS:** Only medication which will be needed for the visitors' stay in the institution will be authorized to be taken into the Visiting Room. Any medication entering the institution will be left with the Visiting Room Officer.
7. **INFANT NEEDS:** Only those items needed for an infant's stay will be authorized in the Visiting Room. Authorized infant items for visitors are two(2) diapers, one(1) baby blanket, two(2) baby foods, and two(2) clear full baby bottles.
8. **VISITORS' ATTIRE:** All visitors must be dressed in appropriate attire. This requirement includes footwear and clothing appropriate for conservative business setting or courtroom. Visitors may not wear hats, scarves, jackets, overcoats, hot pants, sleeveless tops, shorts(except for young children), stretch pants, see-through garments, tight clothing, or khaki colored clothing. Dresses must cover the knee when standing. Gang related attire or fashions are also prohibited in the Visiting Room. The Front Lobby Officer will tactfully instruct any visitor dressed inappropriately of the dress standard and the visitor must change clothes before entering the Institution.
9. **VISITOR AND INMATE CONDUCT:** All visitors and inmates are expected to conduct themselves in a responsible manner. Conduct



which disrupts the orderly atmosphere of visiting or offends other adults or children may be grounds to terminate the visit. Loud conversations, vulgarity, boisterous or disruptive behavior will not be permitted. Handshaking, embracing, and kissing by visitors will be permitted within the bounds of good taste at the beginning and end of the visit **only**. Excessive physical contact, i.e. massages, excessive touching, rubbing, etc., will not be permitted.

10. **VENDING MACHINES:** Visitors are allowed to bring sufficient change for use in the vending machines. Inmates are not authorized to receive any funds while visiting. No funds may be left for any inmate at the institution. The Officer in the Visiting Room will not make change. Inmates are not permitted to receive or handle money or currency in any form. Inmates are not permitted in the food vending area.
11. **VISITING ROOM OVERCROWDING:** In the event of overcrowding, visits will be terminated based on arrival time and travel distance for visitors.
12. **VIOLATION OF VISITING REGULATIONS:** Any violation of the visiting regulations may result in termination of the visit and the denial of future visits, and may require disciplinary action or criminal prosecution be initiated against the visitor, inmate, or both.